



AMERICAN CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-RSO-09-05

The U.S. Consulate in Hyderabad is seeking an individual for the position of Security Investigator (Special Investigations) in the Regional Security Office (RSO).

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted

OPEN TO: All Interested Candidates

POSITION: Security Investigator (Special Investigations); FSN-705-10
HYA-561002, (Personal Services Agreement)

OPENING DATE: February 21, 2009

CLOSING DATE: March 07, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-5
(Steps 1 thru 4)
Ordinarily Resident: Grade: FSN-10*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

BASIC FUNCTION OF POSITION

Security Investigator-Special Investigations (FSNI-SI)

- The incumbent works under the direct supervision of the Assistant Regional Security Officer-Investigations (ARSO-I) in combating fraud in international travel documents, alien smuggling, and terrorist travel. In accordance with the Department's Visa and Passport Security Strategic Plan,

- The incumbent will conduct complex criminal investigations alongside a myriad of U.S. and/or Indian law enforcement agencies; engage in dedicated police liaison to develop effective relationships with senior and working-level counterparts in the host government and allied embassies; and, closely monitor and analyze fraud trends and developments in India and South Asia as it pertains to fraud, human smuggling, and terrorist travel.
- The incumbent manages an extremely demanding investigative portfolio involving subjects of criminal investigations in India, the United States, and other foreign countries.
- The primary focus of investigations will concern organized efforts to circumvent U.S. laws regarding the issuance of Specialized Occupation visas (H visa) and Intracompany Transferee visas (L visa), although investigations will encompass visa fraud, passport fraud, document fraud, terrorism, identity theft, bribery, extortion, conspiracy, misrepresentation, and malfeasance.
- The incumbent will be well-versed on U.S. and Indian law regarding the above mentioned crimes. The incumbent will be trained and well versed in DS policies, procedures, tactics, and processes as well as those of the Consular Affairs Bureau and the Embassy's Consular Section. The incumbent will be trained and proficient in the operation of consular automated databases, such as: NIV, IV, and Consular Consolidated Database (CCD), at the LES-access level.
- The incumbent will be proficient in analyzing international travel documents and in detecting anomalies such as signs of forgery, alteration, or counterfeiting.
- The incumbent will develop and present briefings and presentations regarding on-going or historical investigations, fraud trends/investigative statistics, and be able to articulate DS goals of aggressive enforcement action, coordinated information sharing, and capacity building.
- The incumbent is the primary RSO liaison to law enforcement, security, and U.S. air carriers at the Hyderabad International Airport. The incumbent is rated by the ARSO-I and reviewed by the RSO
- The incumbent must develop and vigorously maintain close professional relationships with senior and working-level counterparts from the Indian Police Services (IPS), Ministry of External Affairs (MEA), Ministry of Home Affairs (MHA), and other foreign officials from allied embassies. The incumbent acts as the RSO's primary liaison to numerous security and law enforcement elements at the Hyderabad airport.
- Incumbent must follow and review local reporting to ensure that the ARSO-I is advised of all media reports regarding terrorism and crime related to international travel/travel documents, alien smuggling, fraud, and other issues that are deemed of potential concern to the OCI program or U.S. Mission India. Incumbent provides daily briefings to the ARSO-I and tracks local trends in fraud and terrorism (open source). Incumbent develops insights into local media sources and provides unbiased analysis of the veracity/credibility of media reporting and outlets.
- Incumbent works closely with Indian counterterrorism police elements to ascertain biographical data on known terrorists in the Hyderabad Consular District for their inclusion into consular watch-lists (Visa Viper).

QUALIFICATIONS REQUIRED

Education:

- Completion of a Bachelors Degree from a recognized university.

Previous Work Experience:

- Five years of competent experience in the investigative or consular-fraud prevention field.

Language Proficiency:

- Level 4 English, Hindi, and Telugu.

Job Knowledge:

- The incumbent will be knowledgeable of the Immigration and Naturalization Act and other laws (U.S. Code) and policies (FAM) related to the Temporary Worker in Specialized Occupation visas (H visa) and Intracompany Transferee visas (L visa).
- Incumbent is familiar with elements of U.S. and Indian criminal statutes regarding visa fraud, passport fraud, document fraud, identity theft, bribery, extortion, conspiracy, misrepresentation, and malfeasance.

Skills and Abilities:

- The incumbent must be aware of have the training or skills and experience necessary to conduct sensitive investigations regarding foreign nationals involved in organized criminal activity related to U.S. border security, which entails all aspects of the investigative cycle: planning, investigating, fact-finding, evaluating, and writing chronological and detailed reports of investigations.
- Incumbent must be computer literate and proficient in MS Word, PowerPoint, Excel, and Access.
- Incumbent will possess a strong ability to maintain extensive contacts with senior and working-level officials of local law enforcement and other government agencies.
- Incumbent will exercise initiative and resourcefulness in obtaining information and criminal evidence for use in a court of law, and will draft concise, structured reports that isolates key points of complex investigations.
- Incumbent will possess the ability to receive verbal instructions and implement concept-to-goal without significant supervision.

SELECTION PROCESS

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on websites:
http://hyderabad.usconsulate.gov/job_opportunities.html
http://newdelhi.usembassy.gov/job_opportunities.html
2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO

HR OFFICE

American Consulate General Hyderabad
Paigah Palace, 1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA
or E-mail: HyderabadVacancies@state.gov

Please insert "**VA# HYA-RSO-09-01** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children

declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **March 07, 2009.**

Cleared by: RSO: ZKendall
Approved by: MO – WBoyle

AN EQUAL OPPORTUNITY EMPLOYER